

MacFACTS

Program Secretary User Manual

MacFACTS offers a new interface for Programs, which allows for quicker data entry by the program secretary. Everything can be done in one form.

The steps are simple. You have mandatory and optional fields to fill in for each entry, much like users would have to do in STAR. The difference in this interface is **everything** can be done in the same form.

Mandatory Fields:	Program
	Role Description
	Faculty Member Name
	Academic Year Start – End
	Number of Times
	Percentage Credit
Optional Fields:	Number of Trainees (if applicable)
	Program Secretary Description*

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*Program Secretary Description is quite useful to list student names, exact dates and titles of presentations, etc. These will help to reference the entries for CV data entry and for departmental records

In the form you can see there is a field for a program choice.

Select Program:	-- Select Programs --
Select Role:	-- Select Role Description --
Select Faculty Member:	-- Select Faculty Member --
Academic Year Start - End:	2013 ---- 2014
Number Of Times:	1
Percentage Credit:	100
Number Of Trainees:	0
Program Secretary Description:	(empty text area)
Add New	

If you are assigned to a program, you will see it displayed in the drop down box choices.

Select Program: Internal Medicine and its subspecialties

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Once you choose a program, the role drop down box is populated with the choices for that particular program. Choose the role you need. You can choose your faculty member after this is set.

The screenshot shows a user interface for selecting a role. On the left, there is a list of fields with placeholder text: "Select Role:", "Select Faculty Member:", "Academic Year Start - End:", "Number Of Times:", "Percentage Credit:", "Number Of Trainees:", and "Program Secretary Description:". A red arrow points from the text "Choose the role you need" to the "Select Role:" field. To the right of this list is a dropdown menu titled "Select Role Description --". The menu contains a list of roles, each preceded by a small icon: Advisor/Mentor, resident per year; Assistant Director, Clinical Teaching Unit, year; Chair, Academic Half Day, Subspecialty Block, year; Chair, Academic Resident Retreat, retreat; Chair, Admissions, year; Chair, Case Based Learning PGY3, year; Chair, Internal Review Committee, review; Chair, Journal Club, year; Chair, Observed Structured Clinical Examination, year; Chair, PGY 1 Clinical Skills, year; Chair, Residency Training/Education Committee, year; and Co-ordinator, Academic Half Day, year. The last item in the list, "Co-ordinator, Academic Half Day, year", is highlighted with a blue background.

The screenshot shows a user interface for selecting a faculty member. On the left, there is a list of fields with placeholder text: "Select Program:", "Select Role:", and "Select Faculty Member:". A red arrow points from the text "Dropping the list down will allow you to see faculty members and make your choice." to the "Select Faculty Member:" field. To the right of this list is a dropdown menu titled "Select Faculty Member --". The menu contains a single item: "Internal Medicine and its subspecialties".

Dropping the list down will allow you to see faculty members and make your choice.

By default, this list will contain all faculty members in the Faculty of Health Sciences. They are displayed last name, first name and the department in brackets within this drop down box.

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If you would like to narrow down your choices by department, you have the option of selecting the department, and eliminating any faculty outside of the chosen department.

The screenshot shows the McMaster Speed Form interface. On the left, there's a sidebar with 'Welcome, Barbara Halliday' and a 'McMaster Speed Form' button. The main area has several dropdown menus for 'Select Program', 'Select Role', and 'Select Faculty Member'. Below these are fields for 'Academic Year Start - End' (set to '2013 ---- 2014'), 'Number Of Times' (set to '1'), 'Percentage Credit' (set to '100'), 'Number Of Trainees' (set to '0'), and a 'Program Secretary Description' text area. On the right, there's a 'Select Department' dropdown menu. At the top right of the page, there are links for 'Logout', '+ Larger Text', and '- Smaller Text'.

Select Department:

-- Select Department --

Making a choice in this field will change the display in the Faculty Member field to “Last name, First Name” and show only the faculty members in this department.

You will notice the Academic Year Start – End is locked (field will appear grey)

The screenshot shows the 'Academic Year Start - End:' field. The dropdown menu is open, showing '2013 ---- 2014'. To the right of the dropdown are two buttons: 'Unlock Date' and 'Review'. The entire field is highlighted with a light grey background.

The display in the field will tell you which academic year you are entering for. Academic years run between July 1st and June 30th of the year. This is set in the background for the teaching entry and there is no need to enter particular months and days in order to have activity entered.

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By default the academic year is set to the current academic year. If you need to enter something from a previous year, click on Unlock Date and the field will automatically become available for change.

Academic Year Start - End: 2013 --- 2014

Please note that you will be able to add the data from other academic years in the past, however you cannot lock the year. If you click on the “Lock” button, it will default back to the current year in order to prevent incorrect data entry for the current year.

2006 --- 2007

Months and dates will not be visible for change. Each year shown has been set to the academic year of July 1st to June 30th. Simply choose the academic year and make your entry.

The number of times and percentage credit fields are used to enter how many times the role was performed in that academic year and if the entire role was performed for credit. The defaults for these are set to 1 in the number of times, and 100 in the percentage credit. These can be changed if required.

Please Note: the number of times should remain a whole number (IE: 2)

A number should never be recorded as 1.5, or 0.25 (these are examples)

The percentage credit should be used to show less than a whole number as opposed to using the Number of Times field to indicate this. (i.e. Number of times = 1, Percent Credit = 50% used to indicate to show someone did half of the role and shared with someone else)

****If you have any questions at all about this, please contact Education Services – Anita Riddell for clarification in entering accurately. Anita can be reached by emailing riddella@mcmaster.ca**

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Select Program:	-- Select Programs --
Select Role:	-- Select Role Description --
Select Faculty Member:	-- Select Faculty Member --
Academic Year Start - End:	2013 ---- 2014
Number Of Times:	1
Percentage Credit:	100
Number Of Trainees:	0
Program Secretary Description:	
Add New	

The Number of Trainees Field and Program Secretary Description field are not mandatory, however may be useful in recording details. The Program Secretary Description field can be used for recording names, dates and other useful details that can be used for reference and CV detail.

Once you are done entering your fields, click on “Add New”. You will see a message at the top of the form indicating that you have entered the record.

Record has been added successfully.

Select Program: Internal Medicine and its subspecialties

Once the record has been added, you should see the Role Description and the Faculty Member fields revert back to default.

Select Role:	-- Select Role Description --
Select Faculty Member:	-- Select Faculty Member --

You can begin the process again to add another record on this form. This is the basic data entry model for this interface. Now we will talk about some of the variations you can do on this form.

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Two new features in MacFACTS allow you to lock the role description or the faculty member. This is useful if you are entering a number of roles from a program for a specific faculty member, or if you are entering the same role for a number of faculty members.

Lock

Lock Button

When you lock the **Role Description** with the Lock button located next to this field, the Role Description will appear grey. You will not be able to change this role until you click on the Unlock button.

Simply choose the faculty member, fill out the remaining fields and click on “Add New”. Choose the next faculty member, complete the remaining fields, and click on “Add New” again. This can be repeated as many times as necessary to complete data entry for the role.

When you lock the **Faculty Member** with the lock button located next to this field, the Faculty Member field will appear grey. You will not be able to change this role until you click on the Unlock button.

Similar to the Role Description, you will be able to add many roles to the same Faculty Member without having to choose again.

Review

Review Button

Next to the lock buttons in the form, you will see a “**Review**” button. Depending on which field you wish to review, clicking on one of these buttons will bring up a grid containing data. This grid appears under the data entry form.

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Welcome, Barbara Halliday

McMaster Speed Form

Select Program: Obstetrics & Gynecology and its subspecialties

Select Role: – Select Role Description – Lock Review

Select Faculty Member: Academic, Bellinda (Obstetrics and Gynecology) Lock Review

Academic Year Start - End: 2010 ---- 2011 Lock Review

Number Of Times: 1

Percentage Credit: 100

Number Of Trainees: 0

Program Secretary Description:

Add New

Record ID	Academic year	InstructorID	Department	Program	Role	Number Of Times	Percentage Credit	Program Secretary Description	Number Of Trainees
Select 199525	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Advisor/Mentor, resident per year	1.000	100.000	(PG 43) Fellow advisor/Resident Mentor (4 points per student, per year)	
Select 199515	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Advisor/Mentor, resident per year	1.000	100.000	ombudsman - (PG 34) Resident Ombudsman (10/year)	
Select 206595	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Chair, Residency Training/Education Committee, year	1.000	100.000	(A.56) Chair, Academic Committee (2 points/hour). Residency Training	
Select 199524	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Co-ordinator, Intern, year	1.000	100.000	(PG 42) Intern Coordinator (15 points/year)	
Select 199507	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Examiner, Observed Structured Clinical Examination, half-day	1.000	100.000	Chief Resident OSCE - (PG 24) Coordinator - Chief Resident OSCE (2/OSCE)	
Select 199506	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Examiner, Observed Structured Clinical Examination, half-day	1.000	100.000	Practice OSCE - (PG 23) Practice OSCE - OSCE Assessor (1 point/hour)	
Select 199512	2010-11	Academic, Bellinda	Obstetrics and Gynecology	Obstetrics & Gynecology and its subspecialties	Interviewer, Admissions, hour	1.000	100.000	(PG 28) Interviewer - Resident applications (1 point/hour)	
		Academic,	Obstetrics and	Obstetrics & Gynecology and its	Member, Residency Training/Education Committee				

Select

Select: This appears next to entries in the grid, and allows you to select an entry